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लक्षद्वीप संघ शासित प्रदेश प्रशासन / U.T. ADMINISTRATION OF LAKSHADWEEP
पंचायत विभाग/ DIRECTORATE OF PANCHAYATS
कवरत्ती ६८२५५५ KAVARATTI – 682 555

No. 2/1/2024-DOP

Dated: 15.10.2024

NOTIFICATION

The Administrator of the Union Territory of Lakshadweep, in exercise of the powers conferred under **Section 130** of the Lakshadweep Panchayat Regulation, 2022, is pleased to notify the “**The Lakshadweep (Daily Allowance and Travel Allowance to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members of Panchayats) Rules, 2024**” applicable to Panchayats of Union Territory of Lakshadweep.

The Lakshadweep (Daily Allowance and Travel Allowance to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members of Panchayats) Rules, 2024.

1.	Short title and commencement: - (i). These Rules may be called “ The Lakshadweep (Daily Allowance and Travel Allowance to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members of Panchayats) Rules, 2024 ”. (ii). They shall come into force on the date of their publication in the Official Gazette of Union Territory of Lakshadweep.	Short title and commencement
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2.	<p>Definition: - In these rules, unless the context otherwise requires –</p> <p>(a) “Administration” means the Union territory administration of Lakshadweep.</p> <p>(b) “Administrator” means the Administrator of the Union territory of Lakshadweep appointed by the President of India under article 239 of the Constitution;</p> <p>(c) “District” means a district specified by the Administrator by a public notification to be district for the purpose of this Rules;</p> <p>(d) “District Panchayat members” means person(s) elected in the wards of the District Panchayat through elections;</p> <p>(e) “Elected Representatives of Panchayat” means person(s) elected in the wards of the Gram Panchayat / District Panchayat, as specified, through elections;</p> <p>(f) “Gram Panchayat members” means person(s) elected in the wards of the Gram Panchayat through elections;</p> <p>(g) “Panchayat” means the Gram Panchayat and District Panchayat of Lakshadweep, unless otherwise specified;</p> <p>(h) “President” and “Vice-President” means the President and Vice-President of the District Panchayat respectively;</p> <p>(i) “Regulation” means the Lakshadweep Panchayat Regulation, 2022;</p> <p>(j) “Secretary Panchayat” means the Secretary, Panchayati Raj Institutions, Lakshadweep;</p> <p>(k) “Sarpanch” means the Sarpanch of a Gram Panchayat;</p> <p>(l) “Upa-Sarpanch” means the Upa-Sarpanch of a Gram Panchayat;</p> <p>(m) “Officer Bearer” means Elected Representatives of Gram Panchayats and District Panchayats of UT.</p>	Definitions
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	<p>(n) “Transport Authority” means Transport Department of Union Territory of Lakshadweep or Transport Office of any of its District.</p> <p>(o) “Daily Allowance” is allowance paid to Elected Representatives of Panchayats while attending Official Tours, Functions etc. and collectively called as Daily Allowance.</p> <p>(p) “Travel Allowance” means Allowance paid to Elected Representatives of Panchayat for reaching their destination from their place of residence.</p> <p>(q) Words and expressions used but not defined in these rules shall have the same Meaning assigned to them in the regulation or by any other Authority or Dictionary.</p>													
3.	<p>Daily Allowance and Travel Charges to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members on Official Tour and Official Events, Functions.</p> <p>(i). The Daily Allowance and Travelling Allowance of the Elected Representatives of Panchayats shall be admissible at following rates:</p> <table><tr><th>Sr N o.</th><th>Elected Representative</th><th>Daily Allowa nce *</th><th>Travel Allowance * #</th></tr><tr><td>1</td><td>President / Vice-President, District Panchayat</td><td>₹ 2,000</td><td>Actual Ship Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (II tier)/Ship Fare 1st Class</td></tr><tr><td>2</td><td>District Panchayat Members</td><td>₹ 1,500</td><td>Actual Ship Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III tier)/Ship fare 2nd Class</td></tr></table>	Sr N o.	Elected Representative	Daily Allowa nce *	Travel Allowance * #	1	President / Vice-President, District Panchayat	₹ 2,000	Actual Ship Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (II tier)/Ship Fare 1 st Class	2	District Panchayat Members	₹ 1,500	Actual Ship Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III tier)/Ship fare 2 nd Class	Daily allowance and travel charges
Sr N o.	Elected Representative	Daily Allowa nce *	Travel Allowance * #											
1	President / Vice-President, District Panchayat	₹ 2,000	Actual Ship Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (II tier)/Ship Fare 1 st Class											
2	District Panchayat Members	₹ 1,500	Actual Ship Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III tier)/Ship fare 2 nd Class											

	3	Sarpanch/Upa-Sarpanch	₹ 1000	Actual Ship Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III tier)/Ship Fare 1 st Class
	4	Ward Members of Gram Panchayat	₹ 750	Actual Ship Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III tier)/Ship fare 2 nd class.
<p>Note: -</p> <p>(a) <i>Daily Allowance means charges claimable by Elected Representatives of Panchayat on attendance of Official Meeting, events etc. and <u>such Daily allowance includes miscellaneous expenditure incurred towards attending such meetings and functions except travel as mentioned in sub-rule (ii) of Rule 3.</u></i></p> <p>(b) <i>Travel Allowance shall be claimed by Elected Representatives of Panchayat to travel from place of his / her residence to destination for Official Meetings, Functions etc., as mentioned in in sub-rule (ii) of Rule 3 subject to entitlement or actual, whichever is less.</i></p> <p>* The Claim shall be provided up to the limit provided above on submission of Self Certified Claim, within a time-period of 1 month from the date of such meetings / official events / programs / functions.</p> <p># For Travel in own / hired vehicle the Self Certified Claim shall be made, however, such claim shall be entertained up-to entitlement or actual, whichever is less. For claim w.r.t travel in railways, it is mandatory to submit Tickets.</p> <p>(ii). The President, Vice-President, Sarpanch, Upa-Sarpanch and Elected Members of Panchayat shall be entitled for Daily Allowance and Travelling Allowance only for -</p> <p>(a) Official meetings or official events / programs / functions of District Panchayat or Gram Panchayat;</p>				

	<p>provided that the invitation / meeting notice of the same is issued by the Chief Executive Officer, District Panchayat in case of meetings or official events / programs / functions of District Panchayat and Panchayat Secretary in case of meetings or official events / programs / functions of Gram Panchayat;</p> <p>and;</p> <p>(b) Events / programs / functions organized by U.T. Administration or Administration Institutions.</p> <p>(iii). The Travel Allowance applicable to Elected Representatives shall be to the extent of entitlement as mentioned above in sub rule (i) of Rule 3 of this Rules or actual amount spent, whichever is less on such travel.</p> <p>(iv). No Travelling Allowance shall be admissible to any Office Bearer of a Panchayat if the travel expenses are borne by U.T. Administration or other Organizations.</p> <p>(v). No claim of Travelling allowance / Daily allowance shall be entertained in case the claims are submitted beyond the time-period of 1 month from the date of meetings / official events / programs / functions.</p>	
4.	<p>Maintenance of Daily Allowance and Travel Allowance Records and Countersignature –</p> <p>(i). An Elected Representative of Panchayat shall submit their claims of Daily allowance and Travel allowance within a time-period of 1 month from the date of meetings / official events / programs / functions, for Countersignature to;</p> <p>(a) The TA / DA Bills of President, Vice-President of District Panchayat, District Panchayat Members, Sarpanches, Upa-Sarpanches and Gram Panchayat Members shall be countersigned by the Chief Executive Officer, District Panchayat and the Panchayat Secretary/Block Development Officer, respectively.</p>	Maintenance of Daily Allowance and Travel Allowance Records and Countersignature

	<p>(ii). Maintenance of Records -</p> <p>(a) The TA / DA records of President, Vice-President and District Panchayat members shall be maintained by the Chief Executive Officer or any other officer deputed by the Chief Executive Officer.</p> <p>(b) The TA / DA (including food, travel and accommodation allowance during travel) records of Sarpanch, Upa-Sarpanch and Gram Panchayat members shall be maintained by the Gram Panchayat Secretary.</p>	
5.	<p>General —</p> <p>(i). The Secretary Panchayat may issue Orders in clarification of this Rules, if any difficulty or otherwise arises in implementation of this Rules.</p>	General

By Order and in the name of
Administrator of Union Territory of
Lakshadweep

Sd/-
Secretary Panchayat
Union Territory of Lakshadweep